

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	FEC-CI-004-09
		募集締切日： Closing Date	17 Sep 09 1 st Cut-off: 6 Aug 09 2 nd Cut-off: 27 Aug 09
		発行日： Date of Issue	17 Jul 09
1.職種名 Job title (等級 Grade <u>7</u> / 語学等級 LAD <u>4</u>) <h3 style="text-align: center;">Engineer (General), #525</h3> <p style="text-align: center;">[技師職 (一般)]</p> <p style="text-align: center;">受諾可能な下位等級 Acceptable trainee level: 1-5</p> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Naval Facilities Engineering Command Far East, Operations, Capital Improvements BL Team, In-House Design Division, Specifications Branch (OPCIIS) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hrww) 勤務日 Work Days: Mon - Fri 勤務時間・休憩 Work Hours: 0800-1645, Recess Period: 1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <p style="text-align: center;">Please see the attached.</p>			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the architectural work. If applicant does not have such specialized work experience, possession of Doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level. Must be a college or university graduate with specialized education in the field of civil, architectural, or structural engineering, OR possess an official engineering license in the civil, architectural, or structural field. (土木、建築、構造等の関連分野のいずれかの学士号、又は関連分野のいずれかの公的な免許状を有する方。) c. Knowledge of professional engineering concepts, principles, methods and practices in the civil field. d. Skill in operating personal computer applications such as AutoCAD, Microsoft Word, and Excel. e. Ability to independently analyze designs/drawings for complete and total projects involving complex features. f. Ability to survey, study, design, plan constructions, alteration, facility maintenance, systems and equipment. g. Ability to review contract drawing and specifications to determine conformance with military engineering criteria, form accuracy, selection of materials and processes. h. Ability to speak read and write English at exceptional proficiency level (LAD-4). *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below: Note: Qualification stated in b. for 1-7 level is also required at 1-6 and 1-5 levels. 1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized experience, possession of Master's degree in a related field may qualify him/her at 1-6 level. 1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such specialized experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. **Handicapped applicants may be accepted, depending on the degree and kind of disability.			

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional
学歴 Educational Background : See blocks 7 & 8 免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 大学卒業証明書又は卒業証書の写し(土木、建築、構造等)又は関連分野における公的な免許状の写し Copy of certificate of educational background in civil, architectural, structural, OR official engineering license in the related field. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	
9. 応募書類提出先 Office to Submit <p>内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.):</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.</p> <p>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132)</p> <p>2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.</p>	
10. 事務処理欄 For Official Use	
募集部隊担当者 Activity POC : MS2 軍電 (DSN) 243-6198/7275	
PD No.:OPCIIS-002	PD is accurate and current. Certified by Activity: ao HRO: (rcvd: 7/10) jt 7/15

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

1. Preparation for Contract Specifications

85%

Independently analyzes designs and drawings for complete and total projects which are predominantly of architectural and/or mechanical and/or electrical and/or civil and/or structure fields and which are medium sized conventional types involving complex features on a recurring basis.

Independently searches and assembles, from numerous sources including laboratories, industrial plants, engineering and trade publications, etc., information all types of new or improved materials, devices and processes, and confers with individual project engineers within the department on adaptability to projected construction work.

Discusses with project engineers of individual projects as to use of materials, methods of work execution, equipment layout and other construction features, based on information assembled from numerous sources, NAVFAC standards, engineering standards, catalogs available and precedents. Advises and recommends improvements and changes in construction features.

Writes complete and finished project specifications, indicating various construction details and processes, such as methods of work execution, materials, equipment, and other qualitative and quantitative requirements based on designs and drawings. This involves difficult problems of selection, requiring consideration of adaptability, appearance, strength, durability, availability, workmanship, relative cost, etc., from among alternative materials, construction processes, or devices, many of which are of nonstandard types or grades.

2. Review of Contract Specifications

10%

Reviews contract specifications together with contract drawings forwarded by A&E contractors, and the Corps of Engineers, U.S. Army (for MCON project) to determine conformance with military engineering criteria, form accuracy, selection of materials and processes, and agreement of individual engineering features.

3. Performs other related or incidental duties as assigned.

5%